

Retention and Classification Report

Agency: Eureka (Utah) (365)

City Hall
15 North Church St., P.O. Box 156
Eureka, UT 84628
435 433-6915

Records Officer Patricia Bigler

85014	City Council minutes
85157	Drawings and diagrams
85138	Estray pound records
13117	Justice Court civil dockets
13118	Justice Court criminal dockets
84865	Ordinances and resolutions
84937	Revised Ordinances
13125	Small claims court records
28664	Water receipt books

AGENCY: Eureka (Utah)

SERIES: 85014

3

TITLE: City Council minutes

DATES: i 1893-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-203 (2) (2009).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the items handle and the actions taken by the City Council.

AGENCY: Eureka (Utah)

SERIES: 85014

TITLE: City Council minutes

(continued)

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3) (2008)

AGENCY: Eureka (Utah)

SERIES: 85157

3

TITLE: Drawings and diagrams

DATES: undated

ARRANGEMENT: Alphabetical by project of name.

DESCRIPTION:

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction; sidewalks; storm drains; waterlines; reservoirs; public facilities; and other city building projects. Each project provides date, legend, north arrow, city title, scale, and actual drawings.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

AGENCY: Eureka (Utah)

SERIES: 85138

4

TITLE: Estray pound records

DATES: undated

ARRANGEMENT: Chronological.

DESCRIPTION:

A record book which registers all dogs caught and boarded with the pound. Information includes number of dogs killed by the pound, notices from Board of Health, dogs purchased, and catching records.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Eureka (Utah)

SERIES: 13117

3

TITLE: Justice Court civil dockets

DATES: 1903-1937

ARRANGEMENT: Generally chronological by date of complaint filing.

DESCRIPTION:

These justice dockets document civil cases heard by the justice of the peace. The dockets are books of pre-printed forms that provide space to records such information about each case as the name of the justice hearing the case, names of the plaintiff and defendant, a description of the complaint, date heard, a summary of the case, along with the decision and any penalty imposed, and the signature of the justice of peace.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as an unusually intact span of justice court records that serve as an example documenting the function and activity of justice courts in Eureka and throughout the state in the first half of the twentieth century.

AGENCY: Eureka (Utah)

SERIES: 13117

TITLE: Justice Court civil dockets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Eureka (Utah)

SERIES: 13118

3

TITLE: Justice Court criminal dockets

DATES: 1898-1942

ARRANGEMENT: Generally chronological by date of complaint filing.

DESCRIPTION:

These justice dockets document misdemeanor criminal cases and heard by the justice of the peace. The dockets are books of pre-printed forms that provide space to records such information about each case as the name of the justice hearing the case, names of the plaintiff and defendant, a description of the complaint, date heard, a summary of the case, along with the decision and any penalty imposed, and the signature of the justice of peace.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as an unusually intact span of justice court records that serve as an example documenting the function and activity of justice courts in Eureka and throughout the state in the first half of the twentieth century.

AGENCY: Eureka (Utah)

SERIES: 13118

TITLE: Justice Court criminal dockets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Eureka (Utah)

SERIES: 84865

3

TITLE: Ordinances and resolutions

DATES: i 1893-

ARRANGEMENT: Chronological by adoption date.

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1977). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/05/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of formal actions taken by the city council.

AGENCY: Eureka (Utah)

SERIES: 84865

TITLE: Ordinances and resolutions

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Eureka (Utah)

SERIES: 84937

3

TITLE: Revised Ordinances

DATES: 1920

ARRANGEMENT: Numerical by chapter and section numbers.

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1977). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/05/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Eureka (Utah)

SERIES: 84937

TITLE: Revised Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Eureka (Utah)

SERIES: 13125

3

TITLE: Small claims court records

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Eureka (Utah)

SERIES: 28664

3

TITLE: Water receipt books

DATES: 1921-1938

ARRANGEMENT: Chronological by receipt date.

DESCRIPTION:

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series is deemed to have some historical value as documentation of the operation of a public utility. In some cases the information located in these records duplicates the information found in series 85145.

PRIMARY CLASSIFICATION:

Public